

## COMPUTERS



### Microsoft Word Beginning

Let's make word processing fun. You'll work with a variety of typefaces (fonts) and learn how to change their sizes and colors. Then you'll format paragraphs for spacing, indentation, and alignment. You'll learn a number of keyboard shortcuts and file-management skills. Lastly you'll create your own stationary, type a short letter, grammar and spell-check it, attach it to an e-mail, and send it to a friend. A one-gigabyte USB flash drive is recommended.

**Instructor:** Sandi Weisel  
**Session I:** 2/4-2/25 Fridays (no class 2/18)  
**Session II:** 3/3-3/17 Thursdays  
**Time:** 9am-12pm  
**Fee:** \$70 / 3 week session  
\$5 to instructor at first class  
**Age:** 17 and up  
**Class Limit:** 5-8

### Computer Basics, Please!

If you have little or no computer experience, this is the class for you. You'll get an introduction to windows – the desktop, icons, task and toolbars, pull-down menus, files and folders, saving and deleting, and more. You'll learn to use a mouse by playing Solitaire and how to surf the World Wide Web by exploring Google Earth. Finally, you'll be able to brag about your new skills through e-mail to family and friends.

**Instructor:** Sandi Weisel  
**Dates:** 2/3-2/17 Thursdays  
**Time:** 9am-12pm  
**Fee:** \$70 / 3 week session  
\$5 to instructor at first class  
**Age:** 17 and up  
**Class Limit:** 5-8

### Microsoft Word – Intermediate

Do you know the basics of Word but want to dig deeper? In this class you'll discover more of what this powerful word-processing program can do. We'll cover page setup, how to set paper size, margins, page orientation, and columns, and how to use tabs, numbers, and bullets. You'll learn to insert photos and clipart into documents, and then you'll create a one page newsletter to send to family and friends. A one gigabyte USB flash drive is recommended.

**Instructor:** Sandi Weisel  
**Session I:** 3/4-3/18 Fridays  
**Session II:** 3/31-4/14 Thursdays  
**Time:** 9am-12pm  
**Fee:** \$70 / 3 week session  
\$5 to instructor at first class  
**Age:** 17 and up  
**Class Limit:** 5-8

### Movie Maker: Turn Memories into Movies

Does a loved one have a milestone birthday or anniversary quickly approaching? Did you recently return from a fabulous vacation or reunion? It's time to pull those old photos out of the drawer or those new images off your digital camera and make a movie of memories. In this class, you'll create your own video by combining personal images with music and special effects in Movie Maker, a free downloadable program. Then you'll burn your digital creation to a DVD and take it home to watch on your own TV! You have little computer experience? Come anyway. Bring a USB flash drive (minimum of one gigabyte) to the first class.

**Instructor:** Sandi Weisel  
**Session I:** 4/1-4/15 Fridays  
**Session II:** 4/28-5/12 Thursdays  
**Session III:** 4/29-5/13 Fridays  
**Time:** 9am-12pm  
**Fee:** \$70 / 3 week session  
\$5 to instructor at first class  
**Age:** 17 and older  
**Class Limit:** 5-8